

ACTIVITY MAINTENANCE HANDBOOK



Version 1.0

OFFICE OF THE CHIEF OF NAVAL OPERATIONS
CHIEF OF NAVAL PERSONNEL (N120E)

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References

- (a) U.S.C. Title 10, Chapter 503, and Section 5013
- (b) Establishment and Disestablishment of Shore (Field) Activities, Change to Homeport Assignment and Assignment and Distribution of Authority and Responsibility in the Department of Navy; SECNAVINST 5450.4F
- (c) U.S. Navy Regulations
- (d) Navy Organization Change Manual; OPNAVINST 5400.44
- (e) Navy Total Force Manpower Policies and Procedures; OPNAVINST 1000.16K
- (f) Navy Organization Request Management System (NORMS)
- (g) Major DOD Headquarters Activities; DODI 5100.73
- (h) DoN Major Headquarters and Headquarters Support Activities; SECNAVINST 5000.30D
- (i) Manpower Management Coding Directory; NAVPERS 05300A (05-08)
- (j) OUSD (Comptroller) FYDP Resource Structure Management (RSM)
* <https://rsm.pae.osd.smil.mil/RSM> *
- (k) DoN Freedom of Information Act (FOIA); SECNAVINST 5720.42F
- (l) Unit Identification Codes Navy Comptroller Manual, NAVSO P-1000-2-5.

Notes: Reference documents that are available via internet are hyperlinked (blue text).

* - Enter RSM * <https://rsm.pae.osd.smil.mil/RSM> * as a Guest. Click on "View/Search".

GENERAL INFORMATION

1. **General**. The Navy manages and monitors its manpower requirements and authorizations in a manpower information system known as Total Force Manpower Management System (TFMMS). The Activity Maintenance Handbook documents information the user will need for activity maintenance and guidance. The classified TFMMS AY Packet User Guide (SEPCOR) contains documents information the user will need to enter activity information in TFMMS.
2. **SECNAV Authority**. Secretary of the Navy (SECNAV) and Department of Navy Staff (DNS) shall command and organize the Department of Navy's (DON) operating forces and shore activities, as authorized in references (a), (b), (c), and (d).
3. **Director Navy Staff Shore and Fleet Organization Branch (DNS-33)**. DNS 33 is responsible for:
 - a. Coordinating actions to establish, disestablish, or modify SECNAV/CNO sponsored shore activities and detachments.
 - b. Coordinating actions to establish or disestablish units of the operating forces of the Navy and obtaining SECNAV approval for initial homeport/permanent duty station (home base) assignments or change in homeport/permanent duty station assignments for fleet units.
 - c. Renaming of activities and assignment of/change to a command mailing address.
 - d. Congressional notification of an action prior to public announcement.
 - e. Maintaining the Standard Navy Distribution List (SNDL) database and posting changes electronically.
 - f. Coordinating and approving the assignment of "titles of officials in charge" such as Commanding Officer, Commander, Officer in Charge, Petty Officer in Charge, or Director, etc. Reference (d), Section 5, Article 1502 pertains.
4. **Director, Total Force Requirements Division (N12)**. N12 shall maintain DON activities, detachments, components, and units in TFMMS for purposes of manpower, personnel, and financial management, per reference (e).

a. OPNAV (N120) will approve components, detachments, or units that do not require Uniform Code of Military Justice (UCMJ) authority, titles of officials in charge, and listing in the SNDL. For the purpose of this Handbook and to ensure clarity, components, detachments and/or units are organizational entities that rely on parent activities for administrative and financial support. UICs approved by N120E for establishment, disestablishment, or modification, under the authority of reference (e), must satisfy one or more of the following criteria:

1) Different Major Force Program (MFP). Components, detachments, or units may be established if the subordinate UIC requires a different MFP from the parent activity. A different MFP translates to the assignment of a Predominant Program Element (PE) at the subordinate activity that is different from the parent command.

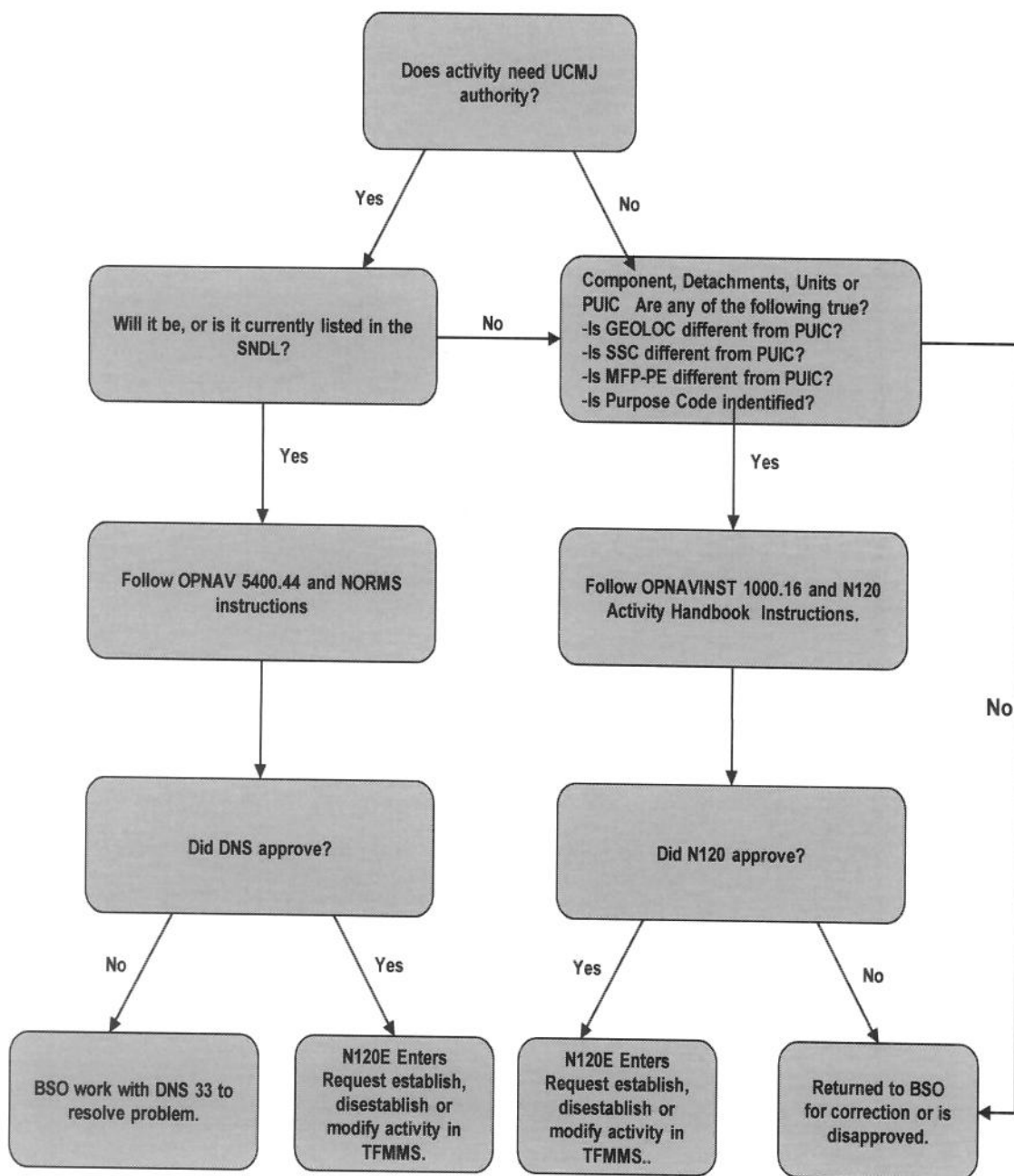
2) Different Homeport Geographic Location (Homeport GEOLOC). Components, detachments, or units may be established if the subordinate UIC has a different Homeport GEOLOC from the parent activity. This would require the day-to-day management to shift to the subordinate UIC because of distance from the parent command.

3) Different Sea/Shore Code (SSC). Components, detachments, or units may be established if the subordinate UIC has a different SSC from the parent activity. This would provide for a fair crediting of sea or shore duty to personnel assigned at the subordinate UIC.

b. DNS approved shore and fleet activities and detachments shall be entered into TFMMS upon the BSOs request.

5. Activity and UIC Request Process Flow Chart. The following flow chart outlines the request process. The steps are the same regardless of specific action(s).

Process to Request Authorization to Establish,
Disestablish or Modify an Activity



6. Organizational Change Request (OCR) Responsibilities.

Echelon II commands may initiate an Organization Change Request (OCR), in accordance with references (d), Section 2, Article 120 and reference (f). OPNAV Form 5400/1 is available at <http://forms.daps.dla.mil>. BSOs are responsible for OCR changes in the Navy Organization Request Management System (NORMS).

7. TFMMS Activity Change Request (ACR) Responsibilities. BSOs will create and submit a TFMMS ACR (TFMMS AY Packet or AY Worksheet). ACR requests from non-BSOs will be forwarded to the BSO for review and proper submission. Reference (e), Section 9 provides the basic policy for TFMMS UIC management.

8. Immediate Superior in Command (ISIC). ISIC changes on DNS approved UICs will be submitted via NORMS using the OCR form, reference (f). Once OCR approval has been received, ISIC shall be updated in TFMMS. TFMMS ISIC UICs will always be a DNS approved activity and a Parent UIC (PUIC) in TFMMS. Components or detachment activities will not be assigned as an ISIC.

9. Defense Finance and Accounting Service (DFAS). DFAS issues and maintains UICs for SECNAV. UICs are issued to DNS-33, per references (d) and (f) and N120 per reference (e).

10. Unit Identification Code (UIC). UIC is a five character alpha-numeric code used to identify organizational entities within the Department of the Navy (DON). UICs are sequentially assigned beginning with 00001. All activities must have a UIC for manpower and budget reasons. Echelon II commands are responsible for the management and use of UICs to support organizational actions under their administrative control. UIC is the primary data element used in Navy's manpower, personnel, and financial systems. In TFMMS, all end strength and billet data is assigned to the UIC. UICs remain in an active or inactive state in TFMMS forever.

11. TFMMS Activity Naming Conventions. Naming business rules are essential for standardization, to avoid confusion and for consistency among databases. TFMMS activity titles will follow the business rules written in reference (d), Chapter 2, Section 2.

a. Consistency with current command names performing similar or like functions shall be maintained. Names should be patterned after those listed in the SNDL. Since N120 approves components, detachments, or units that are outside of DNS-33's preview, Long Titles on these types of subordinate UICs should

be assigned the parent command's Activity Title with the necessary detachment identifier/suffix, which is determined by the criteria in paragraph 4. Examples provided below.

Examples:

SNDL Activity Title for a Parent UIC (PUIC):

COMNAVSEASYS COM WASHINGTON DC,

Activity Title for a detachment/component, where the GEOLOC is different from the PUIC:

NAVSEASYS COM DET SAN DIEGO CA

Activity Title for a detachment/component, where the Major Force Program (MFP) (Program Element) is different from the PUIC:

NAVSEASYS COM SECURITY DET

Activity Title for a detachment/component where the Sea/Shore Code (SSC) is different from the PUIC:

NAVSEASYS COM SEA DUTY COMPONENT

b. On occasion, activity titles will challenge naming conventions in reference (d). On those occasions, N120 will work with BSOs to assign titles that honor the Navy's standard use of acronyms.

c. Domestic activities and territories will not include "U.S." in the title. All overseas activities, less territories, must include "U.S." in the title.

d. The word "Joint" shall not be used in a long title as it is reserved for activities established by the Chairman, Joint Chiefs of Staff (JCS) in which personnel from more than one Service are represented, per reference (d).

e. Ship and Submarine titles, for Parent UICs, will be entered into TFMMS with the classification and Hull preceding the name. The "Hull" will be placed in the eighth character position of the Long Title. This is done to accommodate the needs of PERS-4.

12. **Submission of TFMMS Activity Change Request (ACR)**. ACRs for establishment, modification, and/or disestablishment shall be done on the AY Worksheet and sent via E-mail to N120E, enclosure (1). Activities under the authority of reference (d) and listed in the SNDL will require a supporting OPNAV Notice or CNO message. The AY Worksheet and/or the OPNAV Notice or CNO message shall be forwarded to Michael T. Hopkins (N120E) Michael.t.hopkins@navy.mil for action.

13. **Submission of TFMMS Activity Packet (AY)**. AY Packet for establishment, modification, and/or disestablishment shall be submitted into TFMMS for N120E chop, review and release. N120E TAO's Chop code is B22 for chop/review and release. Activities under the authority of reference (d) and listed in the SNDL will require a supporting OPNAV Notice or CNO message. The AY Packet and/or the OPNAV Notice or CNO message shall be forwarded to Michael T. Hopkins (N120E) Michael.t.hopkins@navy.mil for action.

14. **TFMMS Activity Effective Dates**. TFMMS Activity Start Date for UIC Establishment actions will be entered as "immediate". When it is necessary to phase date an activity change, use the Phasable Effective Begin/and End Date fields. Information regarding promulgation and effective dates can be found in reference (d), Chapter 1, Section 2, Article 222.

15. **TFMMS Activity Maintenance**. TFMMS is the Navy's consolidated manpower information system. What follows provides a step-by-step guideline for establishing, modifying or disestablishing operating forces or shore activities and their subordinate activities. An Activity (AY) packet or worksheet is used to establish or create change transactions that modify the information stored in TFMMS and displayed on the Activity Manpower Document (AMD).

16. **Activity Maintenance Point-of-Contacts**. Comments, corrections, or questions can be sent to Michael T Hopkins, Commercial 703-604-5357 or DSN 225-5357 or email: Michael.t.hopkins@navy.mil SPIR Michael.hopkins@navy.smil.mil.

Comments, corrections, or questions on distribution and entitlements can be sent to Mrs. Melerie Thompson, Commercial 901-874-3493 or email: Melerie.thompson@navy.mil

Comments, corrections, or questions on Sea/Shore Codes can be sent to Mr. Glen Jasper, Commercial 901-874-4185 or email: glen.jasper@navy.mil.

Comments, corrections, or questions on PPSUIC/PLAD address can be sent to Mr. John Grill, Commercial 901-874-4425 or email: john.j.grill@navy.mil.

17. **Activity Change Request Form Worksheet (AY)**. The AY Worksheet (example shown below) is available for users that do not have TFMMS access. The AY Form is to be used for establishment, modification, and/or disestablishment of an Activity. N120E accepts AY Worksheet via E-mail from primary BSO manpower representatives. All others shall send their AY request forms to their respective BSO representatives for chop and review.

Note: All activities under CO and UCMJ authority or listed in the SNDL will require a supporting OPNAV Notice or CNO message. The OPNAV Notice or CNO message shall be forwarded via E-mail to Michael T. Hopkins (N120E).

Note: **New UICs** - fields preceded by an asterisk are mandatory. **Existing UICs** - Activity UIC, SNDL, and fields requiring changes are mandatory.

Disestablishments - Activity UIC, Effective Date, SNDL, and the word "DISESTABLISHMENT" on the Authority line are mandatory.

Note: The Activity Request Form can be found in the "Navy Total Force Policy and Procedures Portal (NP3)". Please use the AY Change Request Form Worksheet provided in the NP3 vice the Activity Handbook.

Date: _____

TFMMS
ACTIVITY DESCRIPTIVE (AY) DATA
WORKSHEET

NON-PHASABLE

Actual/Activity UIC: _____

*Ten Digit Activity code (ACTY 10): _____ SMD/SQMD Published Date: _____

*Activity Name, Long: _____

*Activity Name, Short: _____ Ship/Squadron Class: _____

*Parent UIC: _____ Authorized Begin Year: _____ *Actual GEOLOC: _____

*Planning Indicator Code(s): Officer 3 Enlisted 3
Civilian 3

*SNDL: N

PHASABLE

*Effective Begin Date: _____ *BSO Code: _____ (4 digit code i.e. 22A0)

*AODC: 0 *SMC: _____ HAIC: _____ Sensitive UIC Indicator: _____

*Homeport GEOLOC: _____ *ADC: _____ *ISIC UIC: _____

*MARF: _____ *European Troop Strength (ETS): 0

*UIC Echelon: 0

*Predominant AGSAG: _____ *Predominant
Program Element (PE): _____

*Predominant
Resource Sponsor: _____ *Purpose Code: _____

If changes are to affect future phases, enter **END DATE** (CYYMM): _____
To disestablish UIC, enter **DISESTABLISHMENT DATE** (CYYMM): _____
To re-establish UIC enter **RE-ESTABLISHMENT DATE** (CYYMM): _____

Information:

*Full Activity Title (no abbreviations): _____
*Location (City, State/Country): _____
*Authority: _____

Manpower BSO/SMC POC Information:

*Rank/Rate & Name: _____
*Phone: _____
*Email: _____

Sea Shore Code (SSC)
Worksheet

Required Data for Sea/Shore Code assignment:

1. *Proposed Sea/Shore Code 1

Options:

- 1 - U.S. Based Shore Duty
- 2 - U.S. Based Sea Duty
- 3 - Overseas Land Based Sea Duty
- 4 - Overseas Sea Duty
- 6 - Overseas Shore Duty

2. Proposed Manning Control Authority (MCA)

Options:

- B - CHNAVPERS
- F - FLEET
- X - NOT SUBJECT TO FLEET/NMPC REQUISITION SYSTEM

3. Brief Mission Description:

4. Anticipated # of Days Away from Homeport per Year (average aggregate per MPM 1306-102):

ACTIVITY DESCRIPTIVE DATA (AY) WORKSHEET
BLOCK DESCRIPTIONS/GUIDANCE

New UICs - fields preceded by an asterisk are mandatory.

Existing UICs - Activity UIC, SNDL, and fields requiring changes are mandatory.

Disestablishments - Activity UIC, Effective Date, SNDL, and the word "DISESTABLISHMENT" on the Authority line are mandatory.

I. These Blocks are Non-Phasable.

Actual/Activity UIC (Actual/Activity Unit Identification Code (AUIC)). A five-digit code identifying an activity, unit, organization, or installation. The AUIC is established from the birth to death of an activity. All other TFMMS data elements are assigned to the AUIC. Defense Finance and Accounting (DFAS) assigns AUICs via OPNAV N120E.

Ten Digit Activity Code (ACTY 10). ACTY 10 is a ten position numeric code assigned to each AUIC. The first 4 positions of the code is the Activity Type Code (ACTT) which groups like activities or like missions (i.e., Naval Air Stations ACTT is 1452). The second 4 positions identify the hull number of a ship, squadron number, or the sequence number within to an ACTT. The last two positions indicate whether the AUIC is a Parent or a Component. Parent AUICs will end in "00" and Component AUICs will end in (01 through 98). There are no set rules regarding sequencing of Component values (01 through 98).
Reference source/POC: OPNAV N120E for an up-to date list of the codes, see the ACTT table in the TFMMS Table Queries.

SMD/SQMD Published Date. Date of approved Ship Manning Document/Squadron Manning Document (SMD/SQMD) or can be left blank. SMD/SQMD is not shown and cannot be seen on the TFMMS Activity Query Screen.

ACTIVITY NAME, Long. The activity name is the organizational name approved by OPNAV DNS-33, under the authority of OPNAVINST 5400.44 and the OCR process which reflects the approved title published in an OPNAV Notice or CNO Message. See OPNAVINST 5400.44 CHAP 2 SEC 4. For activities established outside of the Fact and Justification (F&J) process, titles are assigned consistent with existing group titles. Not to exceed 30 characters including spaces.

ACTIVITY NAME, Short. Abbreviation of the Activity Long title assigned consistent with existing group titles. Not to exceed 16 characters including spaces.

Ship/Squadron Class. Ship Squadron Class field is a four position alphanumeric field assigned to ship or squadron activities, based on their design. CLASS code in TFMMS is used to report resources in the PPBES (FYDP) cycles. Ship CLASS values are found in the Naval Vessel Registry (NVR) (web site www.nvr.navy.mil). Squadron CLASS values have been assigned by N122C using SQMD documents.

Parent UIC. Activity's parent command. Parent UICs are UICs that have Titles of Authority/CO UCMJ Authority, are listed on the SNDL, and have a Ten Digit Activity code ending with 00.

AUTHORIZED Begin Year. Calendar year the UIC was created. The format for this field is CY or century and the two-digit year. For example, for 1978, enter 178 and for 2009 enter 209. This date can be different from the UIC begin date.

Actual GEOLOC. Actual Geographic Location is an eight-digit alphanumeric code indicating where a Ship, Squadron or Unit is actually located. In some cases this code may be different than the Homeport Geographic Location.

Officer/Enlisted/Civilian Planning Indicator Code. Identifies the UIC's planned billet authorizations for each skill class (officer, enlisted, civilian.)

- 1 - Peacetime
- 2 - Mobilization
- 3 - Peacetime/Mobilization
- 4 - Selected Reserves
- 9 - People, only

SNDL (Standard Navy Distribution Listing). Indicates whether or not the AUIC is listed on the SNDL. Budget Submitting Office (BSO) is to review the SNDL and indicate Y for yes and N for no. Field is required on all new, existing, or disestablished AUICs.

II. These Blocks are Phasable

Effective Begin Date. Starting date for this phase. The format for this date is CYYMM or century, two digit year, and month. For example, for October 2009 enter 20910. The current phase will have 00000 for the date.

BSO Code. This section lists the Budget Submitting Office (BSO) four digit codes. The first two digits indicate the manpower BSO. A two-digit alphanumeric suffix is added to the BSO code

to indicate a sub-BSO for manpower management purposes or to categorize departments/locations for resource information.

| 3rd Digit | Manpower Sub-BSO Type |
|--------------|---|
| A | No Sub-BSO/Fleet Shore Activities |
| B | Fleet Operating Forces |
| 4th Digit | Resource Program |
| 0 | Operations |
| 2 | Students |
| 8 | Reimbursable |
| 9 | Research, Development, Training and Education |

AODC. The Action Officer Desk Code (AODC) is a two-digit alpha/numeric code used to identify the requirements determination methodology used to determine the position within the Navy Manpower requirements Determination Program. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the AODC Table in the TFMMS Table Queries

SMC. The subordinate manpower code identifies the command or activity immediately subordinate to the manpower BSO. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the SMCF table in the TFMMS Table Queries.

HAIC. Headquarters Activity Identification codes identify various categories or groupings of management headquarters activities for DOD and Navy control. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the HAIC table in the TFMMS Table Queries.

Sensitive UIC Indicator. The sensitive UIC indicator is a one digit code used to indicate if the activity and/or AMD information is sensitive and is used for Freedom of Information Act (FOIA) requests. Values are 1 - Sensitive and 0 - Non-Sensitive. Reference source/POC: OPNAV N120 SECNAVINST 5720.42F (FOIA)

Homeport GEOLOC. The homeport geographic location code denotes the location of the activity or the homeport of a ship. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the GEOL table in the TFMMS Table Queries.

ADC. The Activity Designation Code (ADC) is a 1 position numeric code assigned to each activity indicating whether the activity is classified as afloat (1 or 2), mobile (6 or 7), or ashore (8 or 9).

- 1 - Afloat homeport
- 2 - Afloat permanent
- 6 - Mobile homeport
- 7 - Mobile permanent
- 8 - Ashore homeport
- 9 - Ashore permanent

ISIC UIC. The Immediate Superior in Command UIC (ISIC UIC) must be a Parent UIC, with Title of Authority, CO UCMJ Authority, listed on the SNDL and have a Ten Digit Activity Code ending with 00.

MARP. The Manpower Requirement Plan (MARP) is a four-digit numeric field that classifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings are:

Functional Groupings

- 1 - Operating forces
- 2 - Department Headquarters & Support United States
- 3 - Overseas Field Activities
- 4 - General Training Operational Forces
- 5 - Air Training Operational Forces
- 6 - Officer Candidates and Recruit Training
- 7 - BUMED Training
- 8 - DOD International, Working Capital Fund & Other Activities
- 9 - Accounting Adjustments (For OPNAV N120E use only)

Reference Source/POC: TFMMS Table/OPNAV N120E

European Troop Strength (ETS). Activities with a Homeport Geographic Location Code beginning with E1 (indicating Europe) are assigned an ETS Code of 1. All others are coded with 0.

UIC Echelon. Identified in the SNDL. Echelon code indicates position in the chain-of-command to a BSO. Component UICs (CUIC) that do NOT have Title of Authority, CO UCMJ Authority, NOT listed on the SNDL, and have a Ten Digit Activity Code ending with (01-98) will be assigned an Echelon Code the same level as their Parent UIC (PUIC).

Predominant AGSAG (Predominant Activity Group (AG)/Sub Activity Group (SAG)). Predominate Activity Group/Sub-Activity Group (AGSAG) is an alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A Predom AGSAG can

identify similar types and groups of activities used in planning, programming, and budgeting process. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the AGMP Table in the TFMMS Table Queries

Predominant Program Element (PE). The PE is a primary data element in the FYDP and generally represents aggregations of organizational entities and resources related thereto. They are the building blocks of the programming and budgeting system and may be aggregated to display total resources assigned to a specific program, display manpower into programs, analytical groupings, and functional groupings. For an up-to-date list of the codes, see the PECD Table in the TFMMS Table Queries

Predominant Resource Sponsor. A three digit alpha/numeric field used to identify the OPNAV Principal Officials (OPOs) responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. The Resource Sponsor (RS) will assign civilian positions and all military positions to a Resource Sponsor Code. Reference source/POC: OPNAV N120E. For an up-to-date list of the codes, see the RESP Table in the TFMMS Table Queries or see section 21 of the Manpower Management Coding Directory.

Purpose Code. Requests for UIC assignment must identify required purpose(s) for which the UIC will be employed. This data is not stored in TFMMS, but is required by DFAS. List all of the codes that apply. Purpose code assignment is based on meeting one or more of the following code definitions:

- C Contract and Other Procurement Instrument Preparation. These Unit Identification Codes will be used in connection with issues of property to contractor's plant. Accounting for such property is prescribed in the Defense Acquisitions Regulation.
- D A component or subordinate UIC established to facilitate shipment or mailing of NIMA (formerly DMA) products or NAVICP formerly ASO) Cog 'I' materials (Forms and Publications).
- F Financial Accounting. An Activity that performs its own accounting or has accounting performed for it for one or more of the following areas: fund authorization (expense operating budget level, NIF or RDT&E) plant property civilian payroll financial inventory reports (Navy Stock Account) financial inventory reports (Appropriation Purchases Account)

- J Joint Uniform Military Pay Systems (JUMPS)/Manpower and Personnel Training Information System (MAPTIS). Unit Identification Codes are assigned to activities for the purpose of identifying transactions for military personnel accounting under JUMPS and MAPTIS.
- S Shipping. UICs that are added to the DOD Activity Address Directory DOD 4000.25-6-M for shipping purposes only.
- M Material requisitioning. An activity authorized to perform its own material requisitioning.
- N Navy Cost Information System (NCIS)/Five Year Defense Program (FYDP). (Note. The Navy Cost Information System uses the UIC with purpose codes F, J, M and Z, but may require other UIC numbers in order to properly allocate planning and programming information and final transactions to the specific program elements of the Five Year Defense Program. These UICs are used at the departmental level, unless a departmental organization requires their use at the allotment level.
- T Training Activities. Unit Identification Codes are assigned to identify institutions, other government agencies, or contractors which provide training. These UICs are used in the Navy Training Requirements and Information Management System (Project TRIM).
- Z Other Administrative or Operational Uses. Z UICs are assigned for purposes of identification of special reports and disbursing returns and contracts, for reporting cost data relating to maintenance of plant property, and for other special uses. Neither plant account nor regular stores returns are prepared by or for these UICs. Also, ships and ship groups under Security Assistance Program (SAP) and Military Assistance Sales Transactions accounting documents citing Naval Sea Systems Command administered reimbursable subheads of the appropriation 17-161-1.

Reference: NAVSO P1000-2-5 Page 6 and
www.navsopubs.donhq.navy.mil/uic/

POC: OPNAV (N120E). For an up-to-date list of codes, see NAVSO P-1000-2-5 website:
<https://www.navsopubs.donhq.navy.mil/AuthReq/uic.nsf/Definitions?OpenPage>

III. These Blocks are for information

FULL ACTIVITY TITLE. No Abbreviations, spell out name completely.

LOCATION (City/State/Country). Spell out entire City/State/Country.

AUTHORITY. One of the following documents are required when adding or updating an AUIC that is (or will be) listed on the SNDL.

- (1) CNO Message
- (2) CNO OPNAVNOTE 5400.xx
- (3) CNO Decision paper

Manpower BSO/SMC POC Information. Contact information for the official designated manpower representative.

IV. SEA SHORE Code (SSC) Worksheet. Note: Pers-455 has the responsibility to assign Primary Personnel Servicing UIC (PPSUIC), Sea Shore Codes and Manning Control Authority (MCA) codes for new activities. For changes to existing activities the proper documentation should be presented to PERS-455.

SEA SHORE CODE. The five types of duty designations or "types" used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

- 1 - U.S. Based Shore Duty
- 2 - U.S. Based Sea Duty
- 3 - Overseas Land Based Sea Duty
- 4 - Overseas Sea Duty
- 6 - Overseas Shore Duty

MCA (Manpower Control Authority). In the enlisted distribution system, the MCA is the naval authority tasked with determining the quantity, quality, and priority for assignment of personnel to all positions within activities for which personnel distribution responsibility has been assigned.

Options:

B - CHNAVPERS

F - FLEET

X - NOT SUBJECT TO FLEET/NMPC REQUISITION SYSTEM

Brief Mission Description. Describe activity's primary mission.

Anticipated # of Days away from Homeport. Estimated number of days per year the activity will be deployed.

GLOSSARY

A

ACTIVITY (ACTY). A unit, organization, or installation performing a specific mission or function and established under a commanding officer or officer in charge.

ACTIVITY CODE (ACTY 10). ACTY 10 is a ten position numeric code assigned to each AUIC. The first four positions of the code is the Activity Type Code (ACTT) which groups like activities or like missions (i.e., Naval Air Stations ACTT is 1452). The second four positions identify the hull number of a ship, squadron number, or the sequence number within an ACTT. The last two positions indicate whether the AUIC will end in (01 through 98). There are no set rules regarding sequencing of Component values (01 through 98). "99" is designated to other UICs only. ACTT codes are found on TFMMS Tables under Option 3, "TFMMS Queries", Option 3, "Table Queries"; Option 05, "ACTT".

ACTIVITY DESIGNATION (ADC). A one position numeric code assigned to each activity indicating whether the activity is classified as afloat (1 or 2), mobile (6 or 7), or ashore (8 or 9).

- 1 - Afloat homeport
- 2 - Afloat permanent
- 6 - Mobile homeport
- 7 - Mobile permanent
- 8 - Ashore homeport
- 9 - Ashore permanent

ACTIVITY NAME. The activity name is the organizational name approved by DNS 33, under the authority of OPNAVINST 5400.44 and the OCR process which reflects the approved title published in an OPNAV Notice or CNO Message.

ACTIVITY UNIT IDENTIFICATION CODE (AUIC). A five-digit code identifying an activity, unit, organization, or installation.

ACTION OFFICER DESK CODE (AODC). The AODC is a two-digit alpha/numeric code used to identify the requirements determination methodology used to determine the position within the Navy Manpower Requirements Determination Program. AODC codes are found on TFMMS under Option 3, "TFMMS Queries", Option 3, "Table Queries", Option 08, "Table: AODC".

ACTUAL GEOLOC (ACTUAL). Actual Geographic Location is the eight digit alpha/numeric code indicating where a ship, squadron or unit is actually located. In some cases, this code may be different than the Homeport Geographic Location.

AUTHORIZATION (BEGIN YEAR). Calendar year the UIC was created. The format for this field is CCY or century and the two-digit year. For example, for 1978, enter 178 and for 2009 enter 209. This date can be different from the UIC begin date.

B

BUDGET SUBMITTING OFFICE (BSO). A four position alphanumeric code that identifies the major commanders or bureaus that are authorized manpower resources directly by CNO for the accomplishment of the assigned missions and tasks. BSO valid values are found in TFMMS under Option 3, "TFMMS Queries", Option 3, "Table Queries", Option 12, "Table: CLMT".

C

COMPONENT UIC (CUIC). A sub-unit of a parent activity established to permit separate accounting and management due to remote location, a different program element, or to support special personnel management. The CUIC is identified by the last two digits of the activity code 01-98 (does not equal 00). "99" is designated for other UIC's only.

D

- None.

E

ECHELON CODE. Identified in the Standard Naval Distribution List (SNDL). Echelon code indicates position in the chain-of-command to a BSO. Component UICs (CUIC) that do NOT have Title of Authority, CO UCMJ Authority, NOT listed on the SNDL, and have a Ten Digit Activity Code ending with (01-98) will be assigned an Echelon Code the same level as its Parent UIC (PUIC).

EFF BEGIN DATE. Starting date for this phase. The format for this date is CYYMM or century, two digit year, and month. For example, for October 2009 enter 20910. The current phase will have 00000 for the date.

ENTITLEMENT GEOGRAPHIC LOCATION (ENT GEOLOC). This code denotes the geographic location code to be used in the calculations of enlisted PCS monies.

EUROPEAN TROOP STRENGTH (ETS). For any UIC Activity with a Homeport Geographic Location Code beginning with E1, indicating Europe, is assigned an ETS Code of "1". All others are coded with "0".

F

- None.

G

GEOGRAPHIC LOCATION (GEOLOC). Code which identifies the actual entitlement, or homeport geographic location of an activity. The code values reflect State and City for U.S. locations and country and city for overseas locations. Values for the geographic location code are maintained and updated by OPNAV (N120E). GEOLOC table can be found on TFMMS Option 3, "TFMMS Queries", Option 3, "Table Queries", Option 32, "Table: GEOL".

H

HEADQUARTERS ACTIVITY IDENTIFICATION CODES (HAIC). Identify various categories or groupings of management headquarters activities for DOD and Navy control.

HOMEPORT GEOGRAPHIC LOCATION (HOMEPORT GEOLOC). The homeport geographic location code denotes the location of the activity or the homeport of a ship.

I

IMMEDIATE SUPERIOR IN COMMAND UIC (ISIC UIC). A ISIC UIC must be a Parent UIC, with Title of Authority, CO UCMJ Authority, listed on the SNDL and has a Ten Digit Activity Code ending with "00".

J

- None.

K

- None.

L

- None.

M

MANPOWER REQUIREMENT PLAN (MARP). A four-digit numeric field that identifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings are:

Functional Groupings

- 1 - Operating forces
- 2 - Department Headquarters & Support United States
- 3 - Overseas Field Activities
- 4 - General Training Operational Forces
- 5 - Air Training Operational Forces
- 6 - Officer Candidates and Recruit Training
- 7 - BUMED Training
- 8 - DOD International, Working Capital Fund & Other Activities
- 9 - Accounting Adjustments (For OPNAV N120E use only)

MARP codes are found on TFMMS Tables under Option 3, "TFMMS Queries", Option 3, "Table Queries", Option 39, "MARF".

MANNING CONTROL AUTHORITY (MCA). In the enlisted distribution system, the MCA is the naval authority tasked with determining the quantity, quality, and priority for assignment of personnel to all positions within activities for which personnel distribution responsibility has been assigned. The two MCA's and their reference code are BUPERS (B) and Commander Fleet Forces Command (F).

MILITARY PERSONNEL NAVY (MPN). The Planning, Programming, Budget Estimate System (PPBES) account for pay, allowances, and clothing for active duty military personnel.

MOBILIZATION (MOB). The act of assembling and organizing national resources to support national objectives in time of war or other emergencies. This includes activating all or part of the reserve components. Mobilization includes assembling and organizing personnel, supplies, and material.

N - None.

O - None.

P

PARENT UIC (PUIC). Parent UIC's are UIC's that have Titles of Authority/CO UCMJ Authority, are listed on the SNDL, and have a Ten Digit Activity code ending with "00".

PREDOM AGSAG (Predominant Activity Group (AG)/Sub Activity Group (SAG)). Predominate Activity Group/Sub-Activity Group (AG/SAG) is an alphanumeric code that denotes the primary mission/program within a Budget Activity allowing for budget justification and accounting purposes. A Predom AG/SAG can identify similar types and groups of activities used in planning, programming, and budgeting process.

PREDOM PE (Predominant Program Element). The PE is a primary data element in the FYDP and generally represents aggregations of organizational entities and resources related thereto. They are the building blocks of the programming and budgeting system and may be aggregated to display total resources assigned to a specific program, display manpower into programs, analytical groupings, and functional groupings.

PREDOM RS (Predominant Resource Sponsor). A three-digit alpha/numeric field used to identify the OPNAV Principal Officials (OPOs) responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. The Resource Sponsor (RS) will assign civilian positions and all military positions to a Resource Sponsor Code.

PAY PLAN INDICATOR CODE (PIC CODE). A system or schedule authority; such as statutes, Executive Orders, and regulations of the OPM, or other agencies, establishing governing and identifies the UIC's planned billet authorizations for each skill class (officer, enlisted, civilian.)

- 1 - Peacetime
- 2 - Mobilization
- 3 - Peacetime/Mobilization
- 4 - Selected Reserves
- 9 - People, only

PROGRAM ELEMENT (PE). The PE is a primary data element in the FYDP and generally represents aggregations of organizational entities and resources

related thereto. They are the building blocks of the programming and budgeting system and may be aggregated to display total resources assigned to a specific program, display manpower into programs, analytical groupings, and functional groupings. PEs can also be queried in TFMMS, Option 3, "Queries", Option 3, "Table Queries", Option 54, "PECD/PERS Table".

PRIMARY PERSONNEL SERVICING UIC (PPSUIC). The PPSUIC is the servicing Personnel Support Activity Detachment for the Activity.

PURPOSE CODE. Requests for UIC assignment should identify required purpose(s) for which the UIC will be employed. Purpose code assignment is based on meeting one or more of the following code definitions:

- C Contract and Other Procurement Instrument Preparation. These Unit Identification Codes will be used in connection with issues of property to contractor's plant. Accounting for such property is prescribed in the Defense Acquisitions Regulation.
- D A component or subordinate UIC established to facilitate shipment or mailing of NIMA (formerly DMA) products or NAVICP (formerly ASO) Cog 'I' materials (Forms and Publications).
- F Financial Accounting. An Activity that performs its own accounting or has accounting performed for it for one or more of the following areas: fund authorization (expense operating budget level, NIF or RDT&E) plant property civilian payroll financial inventory reports (Navy Stock Account) financial inventory reports (Appropriation Purchases Account).
- J Joint Uniform Military Pay Systems (JUMPS)/Manpower and Personnel Training Information System (MAPTIS). Unit Identification Codes are assigned to activities for the purpose of identifying transactions for military personnel accounting under JUMPS and MAPTIS.
- S Shipping. UICs that are added to the DOD Activity Address Directory DOD 4000.25-6-M for shipping purposes only.
- M Material requisitioning. An activity authorized to perform its own material requisitioning. See subparagraph a(2) for additional requirements.
- N Navy Cost Information System (NCIS)/Five Year Defense Program (FYDP). (Note, NCIS uses the UIC with purpose codes F, J, M and Z, but may require other UIC numbers in order to properly allocate planning and programming information and final transactions to the specific program elements of the Five Year Defense Program.) These UICs are used at the departmental level, unless a departmental organization requires their use at the allotment level.
- T Training Activities. Unit Identification Codes are assigned to identify institutions, other government agencies, or contractors which provide training. These UICs are used in the Navy Training Requirements and Information Management System (Project TRIM).
- Z Other Administrative or Operational. Uses Z UICs are assigned for purposes of identification of special reports and disbursing returns and contracts, for reporting cost data relating to maintenance of plant property, and for other special uses. Neither plant account nor regular stores returns are prepared by or for these UICs. Also, ships and ship groups under Security Assistance Program (SAP) and Military Assistance Sales Transactions accounting documents citing

Naval Sea Systems Command administered reimbursable subheads of the appropriation 17-161-1.

Q - None.

R - None.

S

SEA SHORE CODE (SSC). The five types of duty designations or "types" used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

a. The types of duty are reflected in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC).

b. These codes are assigned and, when required, changed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

c. To determine Type Duty Codes, the following criteria apply:

(1) **Shore Duty (Sea/Shore Type Duty Code "1"):**

(a) Duty performed in the U.S. (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.

(b) Long term schooling of 18 or more months.

(2) **Sea Duty (Sea/Shore Type Duty Code "2"):**

(a) Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Hawaii and Alaska).

(b) U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(3) **Overseas Remote Land-based Sea Duty (Sea/Shore Type Duty Code "3"):** Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.

(4) **Overseas Sea Duty (Sea/Shore Type Duty Code "4"):**

(a) Duty performed in commissioned vessels and deployable squadrons homeported overseas.

(b) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(5) **Overseas Shore Duty (Sea/Shore Type Duty Code "6")**: Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

SENSITIVE UIC INDICATOR (SUI). A one-digit code used to indicate if the activity and/or AMD information is sensitive and is used primarily for Freedom of Information Act (FOIA) requests. The values are "1" - Sensitive and "0" - Non-Sensitive. OPNAV (N120E) is the primary point of contact for the designating the sensitivity of the data.

SUBORDINATE MANPOWER CODE (SMC). TFMMS SMC is a two position alpha-numeric field denoting the command or activity immediately subordinate to the Budget Submitting Office (BSO). SMCs are commands or activities assigned as Echelon "3" or "4" in the Standard Navy Distribution List (SNDL). SMC values can be found in TFMMS under Option 3, "TFMMS Queries", Option 3, "TABLE Queries", Option 62, "Table: SMC".

SHIP MANPOWER DOCUMENT (SMD). Quantitative and qualitative manpower for an individual ship or class of ships and the rationale for their determination. Positions are predicated upon a ROC/POE, ship configuration, specified operating profile, computed workload, and established doctrinal constraints such as standard workweeks, leave policy, etc.

SHIP/SQUADRON CLASS (S/SQC). Ship Squadron Class field is a four position alpha-numeric field assigned to ship or squadron activities, based on their design. CLASS code in TFMMS is used to report resources in the PPBES (FYDP) cycles.

T

TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS). The Navy's authoritative source for total force manpower data.

U

UNIT IDENTIFICATION CODE (UIC). A five-digit numeric or alpha-numeric accounting code assigned by Defense Finance and Accounting System (DFAS) via OPNAV (N120E) to ships, aircraft, units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors' plants, and in some instances to functions or the specialized elements for identification.

V - None.

W - None.

X - None.

Y - None.

Z - None.

ACRONYMS

The following acronyms are words formed from the initial letter or letters of each of the successive parts of major parts of a compound term for Navy programs, processes, equipment, etc.

| <u>Acronyms</u> | <u>Terms</u> |
|-----------------|--|
| ACTY | ACTIVITY |
| ACTY 10 | ACTIVITY TEN DIGIT CODE |
| ACR | ACTIVITY CHANGE REQUEST |
| ACTT | ACTIVITY TYPE |
| ADC | ACTIVITY DESIGNATION CODE |
| AGSAG | ACTIVITY GROUP SUB ACTIVITY GROUP |
| AUIC | ACTUAL UNIT IDENTIFICATION CODE |
| AMD | ACTIVITY MANPOWER DOCUMENT |
| AODC | ACTION OFFICER DESK CODE |
| ACTUAL GEOLOC | ACTUAL GEOLOCATION |
| BSO | BUDGET SUBMITTING OFFICE |
| CHNAVPERS | CHIEF OF NAVAL PERSONNEL |
| CNO | CHIEF OF NAVAL OPERATIONS |
| CO | COMMANDING OFFICER |
| CUIC | COMPONENT UNIT IDENTIFICATION CODE |
| DON | DEPARTMENT OF THE NAVY |
| DNS | DIRECTOR NAVAL STAFF |
| ENT GEOLOC | ENTITLEMENT GEOGRAPHIC LOCATION |
| ETS | EUROPEAN TROOP STRENGTH |
| FOIA | NAVY FREEDOM INFORMATION ACT |
| FYDP | FUTURE YEARS DEVELOPMENT PROGRAM |
| GEOLOC | GEOGRAPHIC LOCATION |
| HAIC | HEADQUARTERS ACTIVITY IDENTIFICATION CODES |
| HOMEPORT GEOLOC | HOMEPORT GEOGRAPHIC LOCATION |

| | |
|--------------|--|
| JCS | JOINT CHIEF OF STAFF |
| ISIC UIC | IMMEDIATE SUPERIOR IN COMMAND UNIT IDENTIFICATION CODE |
| MARP | MANPOWER REQUIREMENT PLAN |
| MCA | MANNING CONTROL AUTHORITY |
| MFP | MAJOR FORCE PROGRAM |
| MPN | MILITARY PERSONNEL NAVY |
| MOB | MOBILIZATION |
| NORMS | NAVY ORGANIZATION REQUEST MANAGEMENT SYSTEM |
| OCR | ORGANIZATIONAL CHANGE REQUEST |
| OPNAV | NAVAL OPERATIONS |
| PLAD | PLAIN LANGUAGE ADDRESS |
| PPBES | PROGRAMMING, PLANNING, BUDGETING AND EXECUTION SYSTEM |
| PUIC | PARENT UNIT IDENTIFICATION CODE |
| PREDOM AGSAG | PREDOMINANT ACTIVITY GROUP (AG) SUBORDINATE ACTIVITY GROUP (SAG) |
| PREDOM PE | PREDOMINANT PROGRAM ELEMENT |
| PREDOM RS | PREDOMINANT RESOURCE SPONSOR |
| PIC CODE | PAY PLAN INDICATOR CODE |
| PE | PROGRAM ELEMENT |
| PPSUIC | PRIMARY PERSONNEL SERVICING UNIT IDENTIFICATION CODE |
| SSC | SEA SHORE CODE |
| SECNAV | SECRETARY OF THE NAVY |
| SUI | SENSITIVE UIC INDICATOR |
| SMD | SHIP MANNING DOCUMENT |
| S/SQC | SHIP/SQUADRON CLASS |
| SNDL | STANDARD NAVY DISTRIBUTION LISTING |
| SMC | SUBORDINATE MANPOWER CODE |
| SQMD | SQUADRON MANNING DOCUMENT |
| TFMMS | TOTAL FORCE MANPOWER MANAGEMENT SYSTEM |

UCMJ

UNIFORM CODE OF MILITARY JUSTICE

UIC

UNIT IDENTIFICATION CODE